



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
www.austintexas.gov/parks/specialevents.htm

Mayfield Park - Cottage and Gardens

3505 West 35th Street (Old Bull Creek Road)

This property is located in the Northwest district. Historic Mayfield Cottage and Gardens (1870's) is home to colorful gardens, towering palm trees, brilliant showy peacocks, and ponds which are filled with delicate water lilies. Soft exterior lighting, as though moonlight is peeking through the trees, creates a suitable setting for evening events.

This park may be rented for small/medium size events such as weddings and other social gatherings, business conferences, workshops and retreats. It is not recommended for theater events, concerts, or events that require temporary installation of hardware and structures within the gardens and cottage.

The outer park grounds and adjoining nature preserve (outside of the rock walls) are a public park and remain open to the public during reservation hours. Limits and restrictions noted in this document are particular to this specific facility and in addition to the general use policy.

The Space(s): Cottage, Gardens.

Amenities: BUILDING: This cottage features 2 reception rooms (the former small and large living rooms), 1 dining room, kitchen (restricted to heating/warming food – may NOT be used for cooking) (with double household size sink, stove and refrigerator), generous enclosed sun porch, 2 changing rooms (off the large living room), and 2 single –unit-each INTERIOR bathrooms. The facility has central heat and air. **Additional EQUIPMENT:** 2 tables and 30 chairs are available for use with cottage rentals. **GARDENS:** For gardens ONLY rentals, 1 portable toilet unit is available for ALL PUBLIC in the parking lot. Access to the building restrooms not included. Renters may wish to rent additional units for gardens ONLY rentals, and should coordinate with the site manager in advance. All table, chair and other amenity needs beyond what is available are the responsibility of the event organizer.

Capacity: Cottage - 45 persons maximum (fire marshall). Cottage and grounds - 200 persons.

Hours available for reservation: **10 am - 9 pm** (including set up, take down and user clean up of site)

Amplified Sound **IS NOT** allowed at this property. Special Allowances: A microphone and small PA may be used only during ceremonies, or announcements. Acoustic music is allowed.



OFFICE OF SPECIAL EVENTS
 200 South Lamar, Austin, Texas 78704
 (512)974-6797 (512) 974-6756 Fax
 reservations@austintexas.gov
 www.austintexas.gov/parks/specialevents.htm

PACKAGES AVAILABLE

(The time you request and book includes the total time allowed on site for: set up, take down, and clean up.)

Mayfield Cottage and Gardens, Available 10 am - 9 pm, Northwest District

	Rental Fee	Damage Deposit (all rentals)	Maintenance Fee (all rentals)	Package Total
Austin resident, or Austin Energy utility customers	\$600 Cottage & Gardens - 7 hours	\$300	\$ 150	\$1050
	\$800 Cottage & Gardens - all day	\$300	\$ 150	\$1250
Non-resident fees, or for commercial activities/events	\$900 Cottage & Gardens - 7 hours	\$300	\$ 150	\$1350
	\$1200 Cottage & Gardens - all day	\$300	\$ 150	\$1650
For those who need extra time on site, additional hours may be purchased on <u>7 hour rental packages</u> at <u>\$75/hour</u> with a 2 hour maximum. Additional hours may NOT be purchased to extend rental time beyond approved site hours and curfew.				
Mayfield Gardens Only - \$150 - 2 hour rental (minimum).		\$200	\$75/ additional hour	

Restrictions and Prohibited Items:

- Nails, tacks, and staples/staple guns may not be used on any surface.
- To affix decorative or other items, you should **ONLY** use items such a velcro strips, zip ties, or high quality non-marring (marking) tape.
- In addition at this location, decorations **MAY NOT** be attached to walls, ceilings or floors of the cottage.
- Food should be **SERVED AND EATEN** in the dining room, sun porch or outside of the cottage. Tent rental is permitted, however, before agreeing to a tent rental, and setup/delivery time, contact and get approval from the park manager.
- Glass and styrofoam are prohibited.
- Deliveries may be made in the parking lot **ONLY**.
- Candles may not be used in the cottage.
- Fires may not be lit in the cottage fireplace.
- Grills/grilling activities must take place outside of the cottage and must be on the enclosed concrete area near the parking lot.
- Dancing and other "similar" group activities must be held outside.
- Smoking is **PROHIBITED** by City Ordinance in all buildings.

Etiquette: View and smell the flowers, but leave them for others to enjoy. The peafowl and their ancestors have lived at Mayfield for 70 years. This is their home. Please treat them with respect and do not chase them. Each pond is a unique ecosystem. Specimens for study (i.e. tadpoles, water samples), should only be removed by adult program leader, then gently returned to their home.



OFFICE OF SPECIAL EVENTS
200 South Lamar, Austin, Texas 78704
(512)974-6797 (512) 974-6756 Fax
reservations@austintexas.gov
www.austintexas.gov/parks/specialevents.htm

Alcoholic Beverages: Beer kegs and margarita machines **MUST** be placed outside on a concrete area. Beverages packed in glass must be poured and served by renter or their designee into a non-breakable container **at the point of exchange for consumption**. Bottles are **NOT** allowed to be transported about the property by guests.

Where alcohol is sold, or served as part of a fee, ticket, or donation for admission, a Temporary Permit is required from the Texas Alcoholic Beverage Commission, and liquor liability insurance naming the City of Austin as additional insured is required. See our policies for additional information. **Permit fee:** \$30 PARC processing fee.

Clean Up Requirements: **The renter is responsible for all set up and clean up duties on site, and for returning the property to the way it was found BEFORE THE END OF THE RESERVATION PERIOD.** Remove all decorations and personal items brought on site. Pick up litter from property (don't forget parking areas and bathrooms), bag, and place it in appropriate areas/trash containers. If they have lids, close them. If necessary, sweep and mop. Do not mop wood floors - sweep and/or DRY mop floors to remove sand and debris. Break down and return any chairs and tables to their original location in a orderly fashion. Wipe surfaces, and wipe and clean any kitchen appliances. Cleaning equipment is available on site. Common sense cleaning practices are the best way to a full refund of your damage deposit! **Allow plenty of time to thoroughly clean up after your event, which must be completed before the end of your reservation time/period.**

Restrooms: 2 residential-style bathrooms are available with hot/cold water.

Electricity Available: Household style electrical outlets are available on site. Appropriate gauge cords should be used according to the device/appliance/item manufacturer guidelines used on site.

Water Available: Hot and Cold water is available in the kitchen.

Parking: A parking lot with approximately 25 cars is available. Additional overflow parking is available off-street on Bull Creek Road. All parking is on a first-come first served basis.

Parking Fee: There IS NOT a fee for parking.

Accessibility: The gardens are wheelchair accessible. The areas surrounding the ponds and gardens are the original stone and mortar pathways. The historic cottage is not ADA accessible.

Driving Directions: From Mopac North or South bound, take the 35th street exit. Follow traffic signs and take 35th Street westbound.

Proceed west on 35th street until you reach the "T" intersection with Mt. Bonnell Road, the entry driveway to Mayfield Park will be on the left side of the road.

Complete Reservation Information, and Policies and Procedures Are Available Online.

Go to www.cityofaustin.org, click on "departments", then "parks", then "rentals and services".